

State civil service jobs are filled by examinations open to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. California residency is not required, and U.S. citizenship is only required for peace officer jobs.

You can apply for State jobs only when examinations have been announced (two to four weeks before the last day to apply). This brochure is a guide to the 6-Step selection process, which begins with the search for an examination and ends with the completion of probation. Read it carefully and review it as you progress.

Examinations are given both by the State Personnel Board (SPB) and by individual State departments. The examination announcement will tell you who is giving the test and where to apply.

FOLLOW THESE 6 STEPS

STEP 1. OBTAINING INFORMATION

How to Find it: The easiest way to learn what examinations are open for testing is to browse the SPB Web site at: www.spb.ca.gov. You may also visit the SPB's Sacramento Service Center to access the Web site, obtain copies of examination announcements, State application forms, and other forms and brochures on the civil service employment process. Local Employment Development Department (EDD) offices may receive and post announcements for State civil service examinations and may also have applications and other brochures available.

Examination Announcements: When you find an examination you are interested in applying for, obtain a copy of the exam announcement (bulletin) and an application from the department conducting the examination. Read it over carefully, as you are filling out your application. You

may also wish to refer back to it as the examination process continues.

STEP 2. APPLYING FOR AN EXAMINATION

How to Apply: The State Examination and/or Employment Application (STD 678) form is available from SPB and EDD and can be downloaded from the SPB's Web site. Read it over carefully and answer all questions that apply to you. Your cooperation in answering the questions on the last page is greatly appreciated. Type or print it neatly in ink. The completed application is an example of your reading comprehension skills, your ability to follow directions, and your attention to detail.

You may want to make a copy for yourself in case you need to refer to it later. The bulletin will tell you where to send your application or if you must apply in person, and the last date to apply. The postmark on the envelope is generally used to determine whether you meet the final filing deadline. **Late applications are not accepted.**

Application Review: If you **do not meet** the minimum requirements, you will receive a letter within two weeks after the final filing date. If you **do meet** the requirements and the examination does not have a written test, you will receive a letter within a month after the final filing date. If you have not received your acknowledgment one month after the final filing date, you should contact the department conducting the examination.

If the examination has a written test and you have not received your admittance letter five days before the announced written test date, call the department conducting the examination. The staff will determine if your application was accepted, tell you where the test will be given, and/or how to identify yourself to the proctor.

STEP 3. PREPARING FOR THE EXAMINATION

Go back to the examination announcement and read the section entitled "Examination Information." It will tell you what type of test will be used and what effect (known as "weight") each test will have on your final score. There are several combinations and variations. Any one or a combination of the types of tests described here may be

used. Read the "Scope" section carefully; it will list what subjects will be covered.

If you have a physical disability that may require accommodation in the testing process, you should also obtain a copy of "Important Information for Persons with Disabilities Applying for State Civil Service Examinations" (SPB-83).



Written tests are given in a wide variety of locations throughout California. Performance tests and oral tests are usually only given in large metropolitan areas. Candidates are not reimbursed for travel to and from test sites.

Written Test: The test date is printed on the examination announcement. These tests typically consist of multiple-choice questions. Refer to the "Scope of Written Test" on the bulletin to determine what will be on the test. Six to eight weeks after the test, you will receive a notice telling you whether or not you have passed. You will not receive a percentage score until all parts of the examination process are completed. If the written test is pass/fail only, scores are not assigned.

Oral Test/Interview: The oral test may be called "Qualifications Appraisal", "Employee Development Appraisal", or "Promotional Readiness Examination". Before going to the interview, review the "Position", "Examination Information", and "Scope" sections of the examination bulletin. In your interview, you may be asked to tell the panel of two to three people about your education and experience and how they have prepared you for this job. The panel will have reviewed your application before you come into the oral interview, and may ask you some situational questions and for more detail on your qualifications. It is in the oral test/interview that you must demonstrate your qualifications to the panel, who will rate you competitively.

Internet/Automated Examination: Examinations for some jobs require applicants to apply via the Internet, complete an on-line education and experience examination process and/or appear at a test site to take a computer-based test. Information regarding these types of examinations can be accessed from the SPB's Internet site at www.spb.ca.gov.

Performance Test: Clerical and trades classifications frequently have a performance tests in which candidates demonstrate their knowledge of tools and materials or their ability to operate machines or equipment.

Supplemental Application/Achievement Rating Test: Consists of essay questions that are mailed out to candidates to be returned before the oral test/interview. They are used as an elaboration of your education and experience and provide information for the interview panel.

Education and Experience Evaluation: If the examination announcement states that there may be an Education and Experience Evaluation, it is absolutely critical that you fill out your application as completely and thoroughly as possible. Your score in this type of examination will depend entirely upon the information submitted on your application. There will not be a written test or interview.

Agility/Physical Ability: For law enforcement and some other jobs, physical ability tests are commonly given and are frequently combined with vision and hearing tests. These are usually given just prior to hiring.

STEP 4. EMPLOYMENT LIST

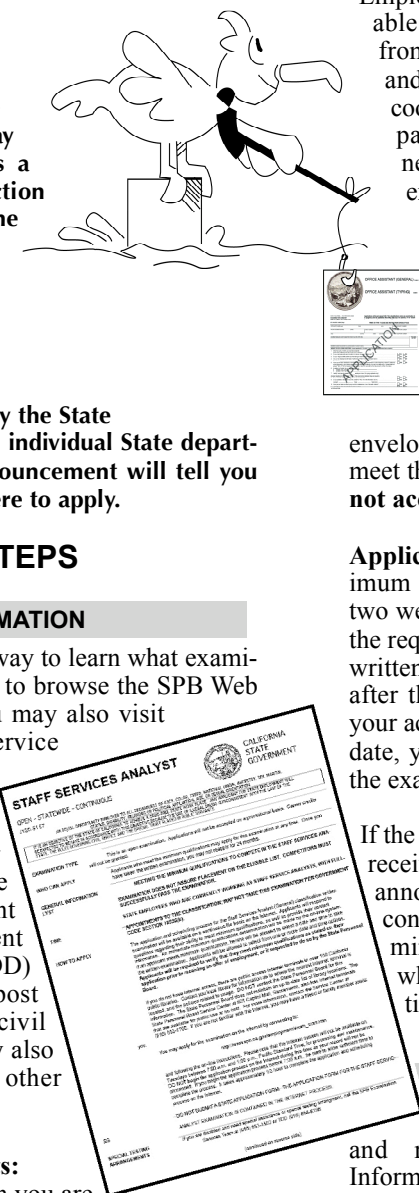
The names of people that pass all parts of the examination are placed on an employment list. When there are job openings in State civil service, the people (eligibles) with the highest scores on the employment list are contacted first. The department has the discretion to hire anyone that is certified as reachable and eligible on the employment list, or people that have other eligibility for appointment.

STEP 5. HIRING INTERVIEW

The oral test you may have taken as part of the examination process was to determine your qualifications for the classification. The hiring interview is specific to a particular job, in a department that uses the classification. A classification can be utilized in a wide variety of departments; so before you go to your job interview, you should acquaint yourself with the mission and functions of that department and know how the job you are interviewing for contributes.

STEP 6. PROBATION

When you have been hired, you will serve a probationary period of six months to one year. You will receive three probationary reports by your immediate supervisor, which will be discussed with you and reviewed by another supervisor. When you have successfully completed your probation, you will attain permanent status as a State employee.



OTHER IMPORTANT INFORMATION

Career Credits may be granted to eligible State employees in some open examinations. If Career Credits will be granted, the examination announcement will state it is a “Nonpromotional” examination. Three points are added to the final score, only after the candidate has successfully passed all parts of the examination.

Change of Address: If you move during the examination process or while you are on any employment list, write immediately to the department conducting the examination. It is your responsibility to update your information.

Test Results: It may take up to four weeks to score each part of the examination and to notify all candidates of their results. If you do not receive results within eight weeks of taking any test, contact the department conducting the examination. It is every applicant’s repsonsibility to maintain a copy of his/her final test results letter. It contains information, such as the title of the examination, the testing department, and your Candidate ID Number. This information is needed if you wish to update/change your personal and list eligibility information.

Veterans Preference Credits: are awarded in open and open nonpromotional entrance examinations requiring less than college graduation AND two years of experience. In OPEN examinations, eligible veterans, widows/widowers of veterans, and spouses of 100% disabled veterans receive 10 points. Eligible disabled veterans receive 15 points. In OPEN **NON-PROMOTIONAL** examinations, eligible veterans receive 5 points. Eligible disabled veterans receive 10 points. Individuals who receive veterans points are not eligible for career credits pursuant to Sections 18950.1, 18951, and 18951.5. **NOTE: NO VETERANS PREFERENCE CREDITS WILL BE ALLOWED ONCE A VETERAN ACHIEVES PERMANENT CIVIL SERVICE STATUS.** The examination announcement will tell you whether or not Veterans Preference Credits will be awarded. Veterans Points are added to the final score, only after the candidate has successfully passed all parts of the examination. To apply, obtain an “Application for Veterans Preference Form” (SPB-1093) from any departmental testing office and return it with your examination application.

Employment Contacts: Generally, only individuals in reachable ranks (highest three scores) on the employment list, are contacted to apply for vacancies.

Due to a number of factors, your ranking on the employment list can change often. You may obtain point-in-time information regarding your ranking on the overall employment list using the eligible list disclosure feature on the SPB Web Site. This information is accessible at www.spb.ca.gov/employment/eligible-list-disclosure.htm. Although you are not obligated to interview for every job or to accept the first job that is offered, you are required to respond to all employment contacts. If you waive a total of three contacts or job offers, your name will be removed from the open employment list. Whenever you receive a contact letter (Standard Clearance and Waiver Form), it is imperative that you respond, even if you do not wish to be interviewed. If you fail to respond, it may be assumed that you are no longer interested in being hired from that list, and your name will be made inactive. To be made active again, you must write to the department that conducted the examination.

Proof of Minimum Qualifications: Some examinations require individuals to self-certify possession of the stated minimum qualifications when they apply to take the examination. Upon request, it is the applicant’s responsibility to provide proof of these minimum qualifications to the requesting state department and/or prior to being eligible for hire. These may include providing copies of official college transcripts, or a typing certificate that verifies the ability to type 40 words per minute. Your name may be withheld or removed permanently from the eligible list if you fail to provide this information or are found to not possess the required minimum qualifications.

Cheating: A candidate who cheats on any part of a civil service examination may be disqualified from competing in the rest of the examination, removed from other employment lists on which he or she already has eligibility, barred from participating in future examinations, and/or subject to criminal charges.



CONTACT INFORMATION

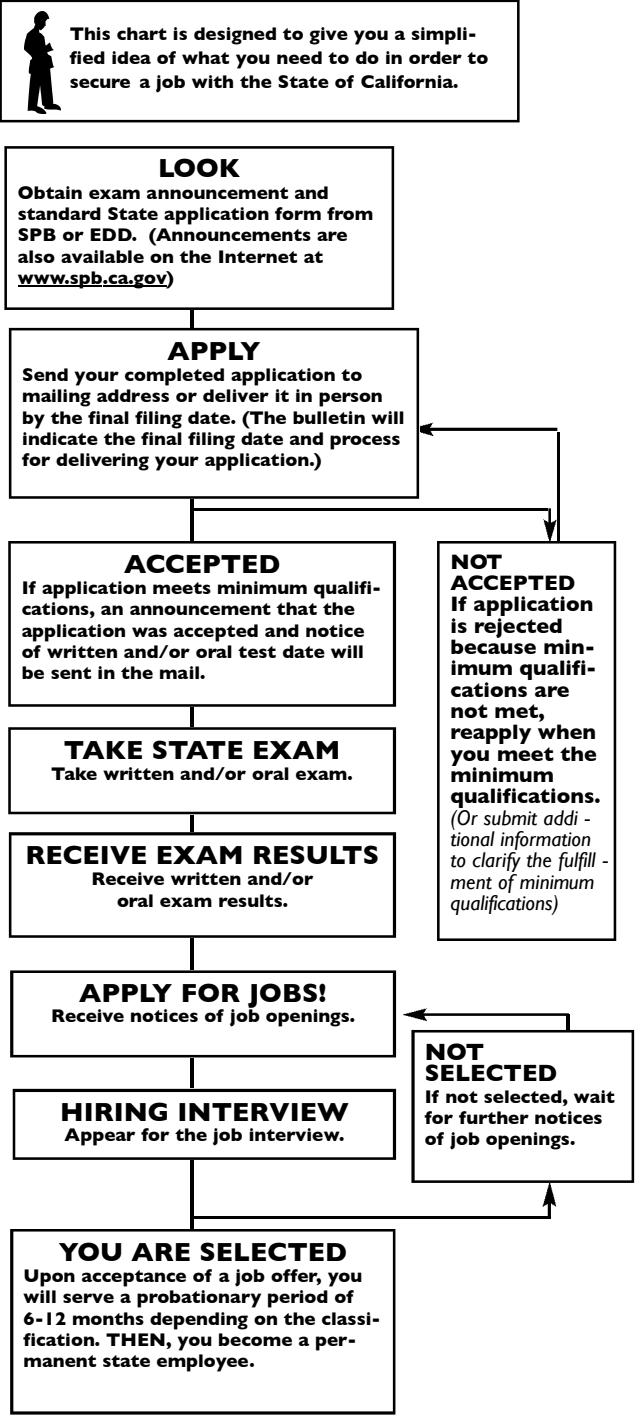
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